ACMIS User Group Meeting Minutes

Date: Tuesday, February 17, 2004
Time: 9:00 AM-10:00 AM
Location: 1800 F Street, NW, Room G-225

Attendees:

Name	Organization	Telephone	E-mail
Lin Pinskey	EPA	202-564-4394	Pinskey.lin@epa.gov
Julie Gummo	SRA	202-501-0053	julie.gummo@gsa.gov
Rob Lloyd	State Department	703-516-1680	LloydRE@state.gov
Nikkia Joseph	SRA	703-284-9461	nikkia_joseph@sra.com
Sherry Booth	SRA	703-284-9491	sherry_booth@sra.com
Joanne Shore	FAI	202-208-4724	joanne.shore@gsa.gov
Gayle Fischetti	Interior	202-208-6705	Gayle_Fisschetti@ios.doi.gov
Anne Hudson	DOJ	202-616-3759	anne.d.Hudson@usdoj.gov
Linda Persons	USDA	202-702-7529	Linda.persons@usda.gov
Dian Neary	GSA	202-501-4973	margaret.neary@gsa.gov

Action Items
- SRA will provide the ACMIS User Group members with a list of enhancements for the ACMIS application.
- SRA will provide the ACMIS User Group members with the Meeting minutes from the ACMIS Change Control Board (CCB) meeting to be held in March. (Sherry Booth)
- Forward electronic copies of the Implementation Plan to the ACMIS User Group members. (Joanne Shore)
- Next ACMIS User Group meeting is scheduled for Tuesday, March 9, 2004 from 9:00-10:30 a.m. at the GSA building, 1800 F Street, room TBA.

Updates on action items from 1/13/04 meeting:
- Currently working with OFPP and GSA to create a list the pros and cons for making ACMIS mandatory.
- Per OPM, we should receive a new file with the most current upload of OPM data, by Wednesday February 18, 2004.
- Dian Neary will be in charge of revising the Privacy Notice with the help of GSA and OPM.
- Currently responding to a contract modification that will have the system display only the last 4 digits of Social Security numbers. Other high priority enhancements are included as well.
- Options and pricing for ACMIS training will be addressed in the contract modification.
- ACMIS training will not be funded by SARA because it does not fit into the project scope.

Status of Co-Chair Elections
- Although nominated to replace Teresa King as ACMIS User Group co-chair, Gayle Fischetti has respectfully declined the position due to new job assignment. Teresa has agreed to remain in the position.

Small Agency Contacts
- It was suggested that we start to recruit smaller agencies since it takes time to enter larger agency data.
- The Interagency Procurement Career Management Committee (IPCMC) meets bimonthly to discuss updates on ACMIS User Group activities. This could be a source for additional small agency contacts.

General Forum/ Other Items
- FAI will be giving a presentation on ACMIS to the Department of Interior, Procurement Management Executives on March 10, 2004. FAI would like to sell the managers on the application.
- HHS plans to adopt ACMIS.
- DOT is working with the FAI team in reviewing their data dictionary for integration with ACMIS.
- Department of Commerce will schedule a meeting with FAI to discuss their existing system and requirements for converting data to ACMIS.
- The Department of Labor's data continues to be entered into ACMIS; however the Social Security issue has caused resistance.
- There are currently 20 enhancements for ACMIS. The list of enhancements will be distributed to the ACMIS User Group members.
- The first ACMIS CCB Meeting will be held on March 3, 2004.
- ACMIS User Group members were provided with a hard copy of the Implementation Plan. All comments and concerns should be sent to Joanne Shore or Sherry Booth.
- ACMIS User Group members should contact Joanne Shore or Sherry Booth for support materials or if issues are encountered in planning presentations on ACMIS.